

Name of Applicant: _____

Application # _____
Office Use Only

SUFFOLK COUNTY DOWNTOWN REVITALIZATION GRANT

ROUND 15 APPLICATION

Developed by the
SUFFOLK COUNTY
DOWNTOWN REVITALIZATION CITIZENS ADVISORY PANEL

To provide funds to organizations working to revitalize
downtown areas in Suffolk County.

Application Due Date: 4:30 p.m., Friday, May 26, 2017.

Twenty (26) paper copies of the completed application and required attachments must be received by 4:30pm on Friday, May 26, 2017 by the Suffolk County Department of Economic Development and Planning



**STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE**

**THERESA WARD
COMMISSIONER**

SUFFOLK COUNTY
DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING
P.O. BOX 6100 HAUPPAUGE, NY 11788
PHONE 631-853-4800

Revised 01/2017

ALL DOWNTOWN GRANT APPLICATIONS MUST INCLUDE THE FOLLOWING:

- _____ 1) **26 single sided** copies of the Completed Application and required attachments
- _____ 2) The following Resolutions:
- A. An adopted resolution from the partnering municipality which supports the application. The resolution must note the specific project.
 - B. An adopted resolution authorizing execution of an inter-municipal agreement with Suffolk County.
 - C. An adopted resolution authorizing execution of an easement with Suffolk County for projects on town or village owned property; or assist the County in obtaining a lease/permit/other real property interest for projects on NYS or federally owned property.
 - D. An adopted resolution from the partnering municipality making a SEQRA determination on the project with the supporting Environmental Assessment Form (EAF).
- _____ 3) Written estimate for each facet of the project (equipment, installation, etc.)
- _____ 4) Letters of financial commitment from all sources providing leveraged funds indicating specific dollar amounts committed. (Letters must be included or leveraged funding will not be counted.)
- _____ 5) A recent aerial photo or Google Earth printout.
- _____ 6) A street view photograph of the project area.

DO NOT INCLUDE ANY OTHER ATTACHMENTS

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APPLICATION MUST BE FILLED OUT ON THIS FORM. DO NOT MODIFY THE FORM.

INCLUDE ONLY THOSE ATTACHMENTS THAT ARE REQUESTED.

Complete all questions on pages 2 through 7. There is no correct or incorrect answer to each question. Answers will assist the panel in determining which projects to recommend for funding with the resources appropriated.

APPLICANT:

- 1) LEGAL NAME OF COMMUNITY ORGANIZATION: _____
- 2) ORGANIZATION ADDRESS: _____
- 3) CONTACT PERSON AND TITLE: _____
- 4) CONTACT'S PHONE: _____ CONTACT'S CELL: _____
- 5) CONTACT'S FAX: _____
- 6) CONTACT'S E-MAIL: _____
- 7) ORGANIZATION'S WEBSITE: _____
- 8) COUNTY LEGISLATIVE DISTRICT WHERE PROJECT IS LOCATED:
A) DISTRICT #: _____ B) NAME OF LEGISLATOR: _____

PARTNERING MUNICIPALITY:

- 9) TOWN or VILLAGE: _____
- 10) ADDRESS: _____
- 11) CONTACT PERSON AND TITLE: _____
- 12) PHONE: _____ FAX: _____ E-MAIL: _____
- 13) FEDERAL TAX ID #: _____
- 14) RESOLUTIONS: Sample Attached
 - A) **ATTACH THE TOWN OR VILLAGE RESOLUTION SUPPORTING THIS PROJECT.**
 - B) **ATTACH THE TOWN OR VILLAGE RESOLUTION AUTHORIZING THE EXECUTION OF AN INTER-MUNICIPAL AGREEMENT WITH SUFFOLK COUNTY.**
 - C) **ATTACH THE TOWN OR VILLAGE RESOLUTION MAKING A SEQRA DETERMINATION ON THE PROJECT, AND THE SUPPORTING EAF.**
 - D) **FOR PROJECTS ON TOWN OR VILLAGE OWNED PROPERTY, ATTACH A RESOLUTION AUTHORIZING THE EXECUTION OF AN EASEMENT WITH SUFFOLK COUNTY. FOR PROJECTS ON NYS OR FEDERAL PROPERTY, APPLICANT MUST ASSIST THE COUNTY IN OBTAINING APPROPRIATE EASEMENT/LEASE/PERMIT/OTHER REAL PROPERTY INTEREST.**

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PROJECT DESCRIPTION:

15) LOCATION (Project is in or adjacent to a Downtown.)

Points Awarded: 0 – 20

A) STREET ADDRESS and CROSS STREETS: _____

B) TAX MAP #: District: _____ Section: _____ Block: _____ Lot(s): _____

C) ATTACH A COPY OF AN AERIAL PHOTO SHOWING THE PROJECT LOCATION.

D) ATTACH A COPY OF A STREETVIEW PHOTOGRAPH OF THE PROJECT AREA

16) PROJECT FOR WHICH FUNDING IS REQUESTED:

Briefly describe the project in one to three sentences using only the space provided. Do not leave this area blank. There will be an opportunity for writing a more detailed project description later in the application.

17) PROPERTY OWNER OF PROJECT SITE: _____

The site must be owned by a government entity.

18) DOES THE PROJECT SITE CURRENTLY GENERATE REVENUE? YES _____ NO _____

IF YES:

(A) WHAT ENTITY COLLECTS THIS REVENUE? _____

(B) REVENUE: 2015: \$ _____ 2016: \$ _____

19) EXPECTED DATE OF PROJECT COMPLETION (Month and Year): _____

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20) REASONABLE EXPECTATION OF COMPLETION WITHIN CONTRACT TERM

Points Awarded: 0 – 20

(Contract term is 2.5 years from the date of the “Notice of Award.”) Describe the applicant’s commitment to the completion of the project, and describe a) how any possible leveraged funds will be available to fully see the project to its completion and b) explain how the project would be completed or modified in the event the application is not awarded the full amount requested. Include a timeline and show that maintenance and follow-up are part of the project plan.

21) PART OF A DOWNTOWN IMPROVEMENT PLAN

Points Awarded: 0 – 20

The project should fit in as part of a formal Downtown Improvement Plan or an integral component of a formal vision for the downtown area. Specify which plan(s) and the date(s) of adoption. ***Include a brief description of the plan and a link to access the documents, if available.*** DO NOT INCLUDE A COPY OF THE PLAN. Explain how the project relates to the Downtown Improvement Plan. Contact the local town or village planning department for information on previous plans that may have been developed for the specific downtown area.

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22) PROVIDES ECONOMIC BENEFITS

Points Awarded: 0 – 20

Explain how the specific project will economically benefit or improve the vitality of the downtown area. Write a brief narrative demonstrating how the project will economically benefit or improve the vitality of the downtown area. This description should also include any intended or expected environmental sustainability benefits. Such benefits may include energy conservation, improving walkability, addressing storm water runoff, improving air quality, reducing urban heat island effect, providing natural habitats, or any measures intended to improve the quality of the human environment.

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Office Use Only**PROJECT BUDGET:****23) TOTAL PROJECT COST: TOTAL MUST INCLUDE GRANT REQUEST AND LEVERAGED AMT.****ATTACH A WRITTEN ESTIMATE FOR EACH FACET OF THE PROJECT (EQUIPMENT, INSTALLATION, ETC.)**

Enter the project costs associated with this Round 14 project. Complete all columns including item description, quantity, unit cost, and total cost. Figures should be rounded to the nearest hundred dollars.

<u>Item Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total</u>
<u>Equipment:</u>			
Item 1: _____	_____	\$ _____	\$ _____
Item 2: _____	_____	\$ _____	\$ _____
Item 3: _____	_____	\$ _____	\$ _____
Item 4: _____	_____	\$ _____	\$ _____
Subtotal			\$ _____
<u>Materials:</u>			
Item 1: _____	_____	\$ _____	\$ _____
Item 2: _____	_____	\$ _____	\$ _____
Item 3: _____	_____	\$ _____	\$ _____
Item 4: _____	_____	\$ _____	\$ _____
Subtotal			\$ _____
<u>Contracted Services:</u>			
Item 1: _____	_____	\$ _____	\$ _____
Item 2: _____	_____	\$ _____	\$ _____
Item 3: _____	_____	\$ _____	\$ _____
Item 4: _____	_____	\$ _____	\$ _____
Subtotal			\$ _____
		TOTAL PROJECT COST	\$ _____

24) LEVERAGE OF ADDITIONAL FUNDS:**Points Awarded: 0 – 20 (based on a defined scale)**

Leveraged funds are funds committed to this specific project from outside sources. Enter the funding leveraged for the project from ALL sources (including the applicant, Town or Village, State, Federal, and other sources). Do not include the funding requested in this application. Do not include the value of staff services.

A LETTER OF FINANCIAL COMMITMENT FROM EACH SOURCE OF FUNDING MUST BE ATTACHED, SPECIFYING THE DOLLAR AMOUNT.

Applicant\$ _____

Town / Village\$ _____

New York State\$ _____

Other (Specify).....\$ _____

Other (Specify).....\$ _____

TOTAL LEVERAGED FUNDS \$ _____**25) TOTAL GRANT REQUEST (Total Project Cost subtract Total Leverage Funds)** \$ _____**The Total Grant Request must be a minimum of \$10,000**